

MASSACHUSETTS  
**Workforce Investment Act**  
STEERING COMMITTEE

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**WIA Communication No. 99-11**

☒ **Policy**    ☐ **Information**

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**TO:** Lead Elected Officials (including current chief elected officials of municipalities formerly signatories to Lead Elected Official Agreements under JTPA)

**cc:** Regional Employment Board Chairs  
Regional Employment Board Directors  
Service Delivery Area Directors or Designees  
WIA State Partners  
(Distribution Attached)

**From:** Department of Labor and Workforce Development

**Date:** December 1, 1999

**Subject:** Designation of Workforce Investment Areas and Selection of a Chief Elected Official

**Background:**

Currently, Massachusetts has sixteen service delivery areas (hereinafter referred to as “SDAs”) operating under the Job Training Partnership Act (herein after referred to as “JTPA”). These SDAs are administrated in accordance with Lead Elected Official<sup>1</sup> agreements between Chief Elected Officials<sup>2</sup> and Regional Employment Boards (hereinafter referred to as “REBs”) concerning the responsibilities for program development, policy guidance and designation of the grant recipient and administrative entity for the local area.

**Action Required:**

This communication requests that current LEOs identify whether it wishes the current SDA to be designated as a “workforce investment area.”<sup>3</sup> The communication also requests identification to the Commonwealth of the Chief Elected Official in your current workforce area who will serve as the Chief Elected Official within the definition of the Workforce Investment Act<sup>4</sup>. This communication request has

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<sup>1</sup> In Massachusetts, Lead Elected Official (hereinafter referred to as “LEO”) refers to that particular Chief Elected Official who under JTPA appoints the local workforce board and acts as the signatory for fiscal and other actions required by the act.

<sup>2</sup> As defined by section PL 102-367, Job Training Reform Amendments of 1992 - 102 (d)(2), Chief Elected Official (hereinafter referred to as “CEO”) refers to a unit of local government with administrative experience in comprehensive employment and training programs.

<sup>3</sup> For the full text pertaining to workforce investment areas, see PL 105-220, Section 116, *Local Workforce Investment Areas*.

<sup>4</sup> As defined in section 101 of WIA.

been sent to current LEOs and chief elected officials of municipalities that were formerly signatories to LEO agreements under JTPA.

Section 116 (a) of WIA enumerates the process for designation of local workforce investment areas. Current LEOs interested in making such a request should review the provisions of section 116 (a)(2) and (3) and consult with other chief elected officials in the relevant SDA.

For further clarification please note the following:

Section 116 (a)(2)(A) provides the Boston SDA with an automatic designation if the LEO requests; Section 116 (a)(4) will enable the Berkshire SDA to receive a designation if the LEO requests and the State Workforce Investment Board recommends; Section 116 (a)(3) is applicable for all remaining SDAs to receive temporary designation if requested by the LEO.

Please note that all requests for designation of a local workforce investment area must be made in writing with proper citation to the relevant provision of section 116(a).

Additionally, in current SDAs with more than one unit of local government, local agreement should be reached on whom shall act as Chief Elected Official in accordance with section 117 (c)(1)(B) of the Workforce Investment Act. Such agreement should specify respective roles of individual chief elected officials around such issues as leadership and representation for the workforce investment area, appointment of the members to the local board, and administrative and fiscal responsibility and liability for grant funding.

Local agreements should be signed by the current LEO and the current chief elected officials of a municipality that was formerly a party to an LEO agreement under JTPA (see enclosed distribution list). Signatures of additional chief elected officials in a proposed workforce investment area are encouraged, and if additional chief elected officials submit requests to the Commonwealth to be designated a Chief Elected Official for purposes of WIA, those requests will be forwarded to the current LEO and REBs.

Both requests for designation and local agreements should be sent to the Deputy Director of Workforce Development, One Ashburton Place, Room 1402, Boston, MA, 02108, on or before January 3, 2000.

### **Questions and Comments:**

Any questions related to this correspondence should be directed to Jonathan Raymond at (617) 727-6573, extension 107.

### **Filing:**

Please file this in your notebook of previously issued WIA Communications Series Issuance as WIA Communication 99-11.